MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT

Statewide

09/28/2006
Date Posted

10/13/2006
Notify Contact Person By

Systems Programmer - Windows Administrator
Job Title

R04600
Job Title Code

Central Office / Information Systems Division
District/Division/Office

601 W. Main
Location of Vacancy

17
Salary Grade

$4,283.00
Min. Monthly Salary

Dennis Finke
Supervisor/Team Leader

Lois Fairchild
Contact Person (Name)

FARICL
(USERID)

573-526-1047
(Area Code/Telephone No.)

SAFETY-SENSITIVE JOB:	**YES**	☐	**NO**	☒
PHYSICALLY DEMANDING JOB:	**YES**	☐	**NO**	☒

Note: **Refer to personnel policies 0600 "Medical Examination Program" and 2508 "Drug Testing Program" for testing requirements.**

Job Summary:

Supports Windows/Intel server infrastructure and technical expert for internal and external partners. Recommends, schedules, and perform network and system improvements, upgrades, and repairs. Minimize disruption to business critical functionality. Conduct research on network products, services, protocols and standards in support of procurement and development efforts.

Minimum/Required Qualifications:

Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field

Six years of experience in positions relating to Windows/Intel systems environment and network hardware and operations administration.

Supervisory Responsibilities:

None

Special Working Conditions/Job Characteristics:

Prefer: Experience loading, installing, and maintaining Windows 2000 and 2003 server infrastructure.

Server Virtualization is a plus but not preferred.

Examples of Work:

- Serves as technical expert/consultant to internal and external customers regarding hardware and operating systems,

and provides necessary support.

- Assists end users with hardware programs/systems problems as reported by customers including troubleshooting, diagnosing, answering questions, providing solutions, and documenting problems and resolutions.

- Serves as project leader, assigns tasks, and oversees work of various employees and consultants.

- Coordinates with application programmers, system administrators, operations personnel, and business analysts regarding hardware and operating system changes, upgrades, and software patches.

- Analyzes and evaluates new vendor software products/systems and develops, writes, tests, and documents new applications and software/hardware.

- Assists with or coordinates development of cost estimates, proposals, and budgets.

- Coordinates, analyzes, tests, implements, and modifies new or revised versions of client and server systems.

- Analyze system stored data or other functions of the hardware/software.

- Coordinates or prepares system documentation which includes problem diagnosis and resolution and testing.

- Conducts information technology research.

- Performs other responsibilities as required or assigned.

How to apply: In order to be considered for this vacancy you will need to complete the MoDOT internal Job Opportunity Application. Please submit the application and transcripts on or before the application deadline to the HR contact person by e-mail or mail to the address listed below.

> **Missouri Department of Transportation**
> **HR Services**
> **2211 St. Marys Blvd**
> **P.O.Box 1787**
> **Jefferson City, MO   65102**

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.